



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

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**NOTICE**  
**Puerto Rico Hotel Tax Exemption**

This notice updates the procedures that foreign missions and their accredited members must follow in order to receive tax exemption on hotel stays in the Commonwealth of Puerto Rico.

The Office of Foreign Missions (OFM) has learned that requests for hotel tax exemptions in Puerto Rico can now be submitted electronically online at [www.prtourism.com](http://www.prtourism.com). Tax exemption must be requested from the Puerto Rico Tourism company in advance and should be submitted online no later than three days prior to the hotel stay.

After entering the site, click on the “Room Tax” tab near the top of the page. At the bottom of the next page, a link to the Room Tax Exemption Request form can be found. Applicants for a hotel tax exemption should complete the form and submit it electronically for approval.

Information concerning the availability of tax exemption privileges for the official and personal purchases of hotel stays and other lodging (including short-term property rentals and corporate housing arrangements) by eligible foreign missions and their members is available at <https://www.state.gov/hotel-tax-exemption/>.

Questions concerning this matter may be directed to OFM by telephone at (202) 895-3500 option 2, or by electronic mail at [OFMTaxCustoms@state.gov](mailto:OFMTaxCustoms@state.gov), or [at the nearest regional office](#).